

City of San Antonio

Interdepartmental Correspondence Sheet

To: Fire Chief's Office

From: _____

Copies To: File

Subject: Change of Paycheck Location

Date: _____

District: _____ Station: _____

CURRENT CHECK LOCATION

District: _____ Station: _____

NEW CHECK LOCATION

X
EMPLOYEE SIGNATURE

PRINT EMPLOYEE NAME

Employee ID#
(6 digit # on paycheck)
(not pin#)

Please send completed form to **Fire Chief's Office, Attention: Eleanor Bustamante**